

United States Coast Guard Training Center Cape May, NJ

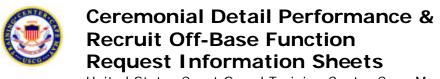
This form must be submitted no later than 30 days prior to the event

General Information

1) Date of Event: 3) Description of Event:	
5) Event Start Time:	_ 6) Event Stop Time:
7) Is the event open to the public?	8) Is the event free of charge?
9) Who are the participants?	
10) Sponsor / organization:	
11) Is it a non-profit organization?	_
13) Is the organization regulated by the Co	past Guard?
	ny business interaction with the Coast Guard other than
	ar Coast Guard member's role in the event? Is there a per and the organization or its members?
•	
16) Sponsor's Point of Contact (POC):	
17) POC phone # & email:	

<u>Information Sheets</u> Must be submitted to Tina Walker at (609) 898-6521, Fax (609) 898-6351. Additional information can be found at:

http://www.uscg.mil/hq/capemay/ceremonial.htm



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Transportation 18) Mode of transportation:_____ 19) Transportation company: 20) Point of contact name & phone #:_____ 21) Value of transportation (\$):_____ Meals 22) Meal(s) to be provided: 23) Location of Meal(s): 24) Point of contact name & phone #:_____ 25) Value of meal(s) (\$): Lodging 26) Location / type of lodging:_____ 27) Storage area location: 28) Point of contact name & phone #:______ 29) Value of lodging (\$):_____ **Miscellaneous** 30) Special music required? 31) Reviewing Stand performance (give details)?_____ 32) Information needed from Ceremonial Detail/other notes:

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Explanation of Information Sheet Items

- 1. Date of Event.
- 2. City, State and Building / street address of location where the event will begin.
- 3. What is the official name and nature of the Event?
- 4. Which military units are you asking to participate?
- 5. What time does your Event start?
- 6. What time does your Event stop?
- 7. Is the Public welcome to attend this event?
- 8. Is there a fee/donation cost to gain entrance to the event?
- 9. Who will participate in this event?
- 10. What organization will pay for buses/meals/lodging if needed?
- 11. Is this organization a non-profit organization?
- 12. What does this organization do?
- 13. Does the organization buy a license from, pay fees to or get inspected by any Coast Guard unit?
- 14. Does the organization have any other business with the USCG.
- 15. Is there any Coast Guard member associated with your organization or members?
- 16. Whom should we contact, and what is their title.
- 17. Please list the work and home (or cellular) phone numbers of the sponsor's point of contact.
- 18. Will travel arrangements be made by Bus or Plane?
- 19. What transportation company did you make arrangements with?
- 20. List the name, title and number of the contact person to confirm transportation logistics.
- 21. Your total cost (dollar amount) to provide transportation for ceremonial detail?
- 22. You are required to provide the meals that the Ceremonial Detail will miss because of their absence from the Training Center. List the meals you will make arrangements for.
- 23. Establishment name and address where meals are to be served.
- 24. List the name, title and phone number of the contact person for confirmation of meal logistics.
- 25. Your total cost (dollar amount) to provide the meal(s) for ceremonial detail.
- 26. Name and address of the lodging location you will arrange for ceremonial detail.
- 27. If storage of gear (musical instruments, cases etc.) is necessary where has storage been arranged?
- 28. List the name and phone number of the contact person for confirmation of housing logistics.
- 29. Your total cost (dollar amount) to provide berthing for ceremonial detail.
- 30. Are you requesting any special music from the ceremonial band?
- 31. Are you requesting any special performance from the ceremonial band or drill team?
- 32. What information do you need from ceremonial detail? Are there any other items of note?